

ARIZONA DEPARTMENT OF VETERANS' SERVICES

INTERNAL MANAGEMENT POLICY 88-04

SUBJECT: EMPLOYEE HANDBOOK

EFFECTIVE DATE: November 17, 1999 (Supersedes 88-04, 3/30/98, 12/5/88 and 5/1/92 and 4/15/99)

- 1.0 POLICY: It is the policy of the Arizona Department of Veterans' Services (ADVS) that all employees shall be provided with an employee handbook. This policy establishes guidelines and delineates responsibilities. It applies to all ADVS employees.
- 2.0 AUTHORITY: A.R.S. § 41-604, Powers and Duties of the Director
- 3.0 RESPONSIBILITIES: The Human Resources Office shall ensure that all employees receive an Employee Handbook at new employee orientation.
- 4.0 PROCEDURES:
 - 4.1 The Human Resources representative shall record and file sign-off sheets to ensure that new employees receive and sign for a copy of the Employee Handbook.
 - 4.2 All employees are responsible for reading and understanding the contents of the Employee Handbook.
 - 4.3 The Human Resources Office shall maintain a supply of handbooks and sign-off sheets as required.
- 5.0 IMPLEMENTATION: This policy shall be implemented without change on the effective date.

Patrick F. Chorpenning, Director

Attachment: Employee Sign-Off Sheet (ADVS 01-24)

ARIZONA DEPARTMENT OF VETERANS' SERVICES
EMPLOYEE ACKNOWLEDGMENT
EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the Arizona Department of Veterans' Services Employee Handbook. I fully understand that it is my obligation as an employee of the Arizona Department of Veterans' Services to become aware of the policies and rules contained therein

Upon signature, I understand that this document will be placed into my official personnel file.

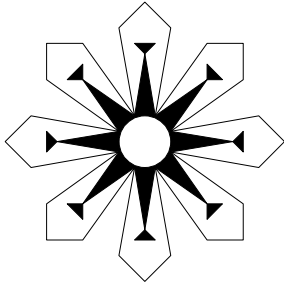
Employee Signature

Date

Please Print Your Name Here

Human Resource Representative's Signature

Date



IMP 88-04, EMPLOYEE HANDBOOK

The revision changes the responsibility for disseminating Employee Handbooks from the supervisors to the Human Resources Office.

The handbook was revised this month and will be distributed as soon as possible.